

Responsibilities for Hosts to Foreign Nationals at the Ames Laboratory

PURPOSE

As the host to a foreign national for an unclassified visit or assignment, you have a significant role in meeting the requirements set forth in this document. Please take time to review these requirements so that the visit you host will be successful. The following requirements have been written as they pertain to the Ames Laboratory only. Hosting at a different DOE facility may have different requirements. For this program, a visit is less than thirty days and an assignment is thirty days or more.

WHO CAN BE A HOST

To host a foreign national at the Ames Laboratory you must be a contractor employee (ISU) and you must complete the annual Ames Laboratory security briefing. If you are a foreign national, whether from a sensitive or non-sensitive country, you may host foreign nationals from sensitive or non-sensitive countries. You may not host a foreign national if you are a national of a state sponsor of terrorism.

HOST TRAINING

Prior to becoming a host, and annually thereafter, you must complete the host training. Training materials are available online through [Cyber Train](#).

PRIOR TO THE VISIT OR ASSIGNMENT

Before a visit or assignment can take place at the Ames Laboratory, or when requesting off-site access to Ames Laboratory data or technologies, a request for access by the foreign national must be approved. Included in this request is biographical information about the foreign national and information about the visit or assignment. This information must be provided on the [AL-473 form](#), which is available online. The host of a foreign national visit or assignment is responsible for ensuring that the information provided is complete and accurate.

Required Information

Form AL-473 contains the data fields that are required in order to process a foreign visitor. A smaller subset of data is also required for family members accompanying the visitor. If computer access is required the host must complete the [Foreign National Access to Cyber Systems form](#).

Note: A different form and additional information must be submitted if the foreign national is from a terrorist sponsoring country. The required form can be obtained from the Chief Operations Officer's (COO) office.

REQUIREMENTS FOR ACCESS APPROVAL

The primary concern at the Ames Laboratory is the sensitivity of the unclassified subjects to be discussed. As the host of a foreign national, you are responsible for ensuring compliance with;

- All access approval requirements for the visit or assignment.
- All Environmental Health & Safety (EH&S) requirements relative to work activities that will be performed by the foreign national.
- Export Control review procedures and related requirements.
- Program sponsorship requirements (such as exchange visitor programs).

Nationals of State Sponsors of Terrorism

Special requirements exist if you plan to host a national from a state sponsor of terrorism. Once the proper forms and local approvals are complete these visits must be approved by the DOE Deputy Secretary or Office of Science Undersecretary. These approvals could take months and no access may be granted to the site or discussions held until final approval is received. See the COO for more information.

Security Plans

A security plan is required for each foreign national visit or assignment. The Ames Laboratory Site Security Plan serves as the security plan for most of the visits to Ames. If your foreign visitor will access sensitive data, patentable information or Export Controlled items, you, as host, will need to develop a specific security plan or work with Deb Covey to develop a Non-disclosure Agreement (NDA). A specific security plan is also required for nationals of state sponsors of terrorism, no matter the topic. A Non-Disclosure Agreement (NDA) may also be required. See the COO for examples of each. For Export Controlled items the EC Manager can assist you in obtaining an EC license, if necessary, or developing internal controls to prevent a deemed export.

Passport, Visa, and U.S. Citizenship and Immigration Service (USCIS) Information

Sufficient documentation of immigrant and nonimmigrant status, identity, and citizenship is required for all foreign national visitors and assignees to the Ames Laboratory to verify the foreign national's identity and authority to work, and to ensure that the foreign national is eligible to be in the U.S.

As the host of a foreign national visitor or assignee, it is important that you notify the foreign national that documentation of identity, authority to work, and lawful immigration status must be submitted to Ames Laboratory Human Resources before the foreign national can access the facility. Check in upon arrival at 151 TASF, 4-2680.

DURING THE VISIT OR ASSIGNMENT

For the duration of the visit or assignment, you as the host are responsible for the conduct and activities of the foreign national. At the start of the visit or assignment, you must provide the following information to the foreign national:

- The terms and conditions of access approval, including restrictions and requirements and to notify you of changes in name or status information.

- The foreign national is required to notify you of any civil or criminal problems that could affect his/her status and association with The Ames Laboratory.
- Failure to provide appropriate documentation when required or providing fraudulent documentation will result in suspension of access approval, removal from this site, and possible cancellation of future access.

In the event that you become aware of suspicious activity related to the foreign national visitor or assignee, you are required to report that activity to the COO.

During the visit or assignment, if any changes are made to the dates of access by the foreign national, the areas to be accessed, or subjects to be discussed, you should notify the COO by submitting a revised AL-473. You should also notify the COO in the event that host duties are transferred from yourself to another employee.

CONCLUSION OF THE VISIT OR ASSIGNMENT

At the conclusion of the foreign national visit or assignment, you should ensure that all badges or keys issued to the foreign national are returned to Ames Laboratory Human Resources. The normal Ames Laboratory check-out procedures should be followed to ensure that all items of concern are turned in and reassigned to current staff.

ADDITIONAL INFORMATION

The Ames Laboratory is considered an open site. As such, its halls and most offices are available to walk-in traffic. Activities such as professor/student discussions, interviews for ISU faculty or staff positions and drop-in visits are not required to be reported to the Ames Laboratory. Visits or assignments that involve Ames Laboratory business (in any space) or Iowa State University business conducted in Laboratory buildings should be reported by submitting an AL-473 form. Also, meetings away from the site that include foreign nationals and involve Ames Laboratory research discussions should be reported. This does not include conference attendance unless a specific discussion with a foreign national occurs involving information that is not available to the general public.

QUESTIONS?

For additional information or answers to questions concerning your host responsibilities, contact your local counterintelligence point of contact and COO at 4-2618 or call the Laboratory's Counterintelligence Officer at 630-252-2071. Export Control or IP questions should be referred to the Office of Sponsored Research Administration at 4-6486.

Remember, in today's global economic competition, knowledge has value. Intellectual property is the key to our country's continued success and must be protected until a patent application is filed.